DMB-1681VTS

**STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
VEHICLE AND TRAVEL SERVICES**

TRAVEL EXPENSE EXCEPTION REQUEST

INSTRUCTIONS: The following must be completed when traveling or attending an event that will charge rates in excess of those approved by the current State Travel Regulations. The form must have department approval prior to being submitted to DMB for final authorization. PLEASE NOTE: For prearranged in-state meetings under 7.8B (Standardized Travel Regulations), advance approval must be received from DMB prior to this event.

REASON FOR EXCEPTION: (Please Print or Type)

LODGING

☐ IN STATE ☐ OUT OF STATE ☐ OUT OF COUNTRY

DEPARTMENT AND AGENCY NAME	LODGING DATES FROM: TO:

HOTEL NAME	STREET ADDRESS OF HOTEL				

CITY	STATE (Country If Foreign)	ZIP CODE	DAILY HOTEL RATE $	DAILY STATE RATE $	NO. OF STATE EMPLOYEES

STATE EMPLOYEE NAME(S) (Attach List If Needed)

GROUP MEALS*

*INDIVIDUAL MEAL EXCEPTIONS ARE USUALLY NOT GIVEN.

DEPARTMENT AND AGENCY NAME						DATE OF MEALS		LOCATION (City & State)	

NO. OF BREAKFASTS	AMOUNT PAID	STATE RATE	NO. OF LUNCHES	AMOUNT PAID	STATE RATE	NO. OF DINNERS	AMOUNT PAID	STATE RATE	TOTAL STANDARD MEALS RATE FOR THIS EXCEPTION
									$

TOTAL NUMBER OF PERSONS IN GROUP	TOTAL AMOUNT OF MEALS IN EXCESS $
STATE EMPLOYEE NAME(S) (Attach List If Needed)	NAME OF CONFERENCE
	NAME OF CONFERENCE SPONSOR
	NAME OF RESTAURANT

DEPARTMENT AUTHORIZATION	DMB USE ONLY	
SUPERVISOR'S SIGNATURE	APPROVED	DATE
DEPARTMENT HEAD NAME (Print or Type)	NOT APPROVED	DATE
SIGNATURE — DATE	REMARKS	